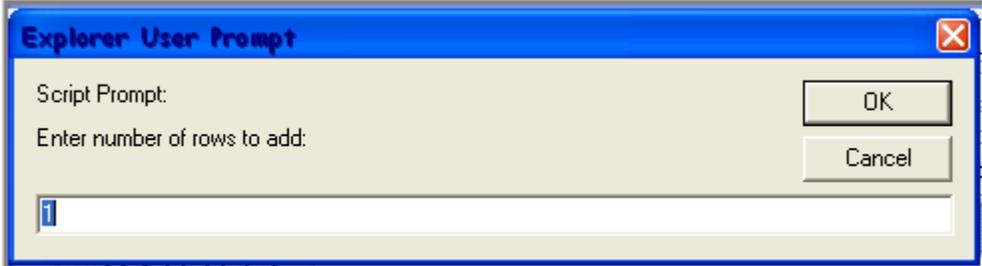
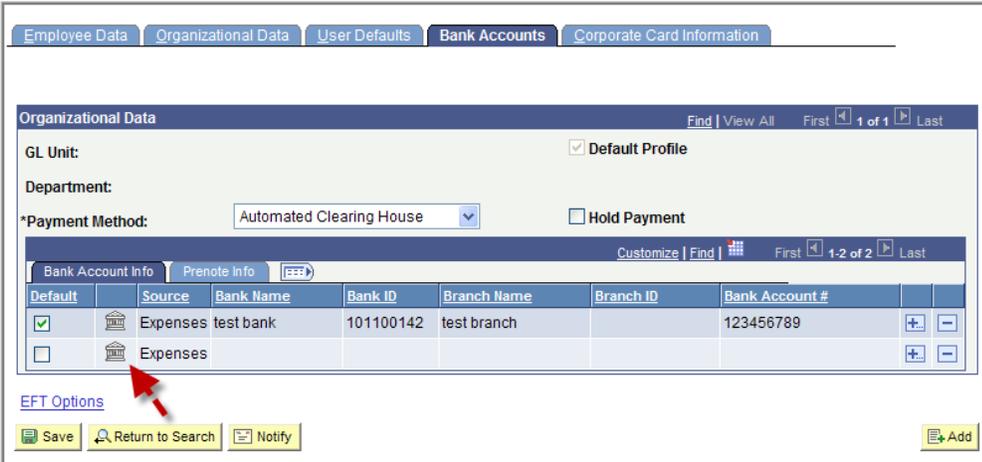


# State of Kansas Adding a Bank Account to an Employee Travel Profile

*Statewide Management, Accounting, and Reporting Tool*

Step	Action														
1	<p>**Only the KAP_AGY_T_E_MAINTAINER and KAP_CEN_T_E_MAINTAINER roles have access to perform this function.</p> <p>Navigation: Travel and Expenses&gt;Manage Employee Information&gt;Update Profile</p>														
2	<p>On the search page enter an Employee Id.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>Search by: <span style="border: 1px solid #ccc; padding: 2px;">EmplID</span> <span style="font-size: 0.8em;">▼</span> begins with <input style="width: 150px;" type="text"/></p> </div>														
3	<p>Select the Bank Accounts tab.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Bank Accounts</span> </div>														
4	<p>Bank account page is displayed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> <span style="margin-right: 10px;">Employee Data</span> <span style="margin-right: 10px;">Organizational Data</span> <span style="margin-right: 10px;">User Defaults</span> <span style="margin-right: 10px; border-bottom: 1px solid #ccc;">Bank Accounts</span> <span>Corporate Card Information</span> </div> <div style="padding: 10px;"> <p><b>Organizational Data</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>GL Unit: <input checked="" type="checkbox"/> <b>Default Profile</b></p> <p>Department: _____</p> <p>*Payment Method: <span style="border: 1px solid #ccc; padding: 2px;">Automated Clearing House</span> <input type="checkbox"/> Hold Payment</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: 0.8em;">Bank Account Info Prenote Info <span style="float: right;">Customize   Find First 1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 5%;">Default</th> <th style="width: 5%;">Source</th> <th style="width: 20%;">Bank Name</th> <th style="width: 15%;">Bank ID</th> <th style="width: 15%;">Branch Name</th> <th style="width: 15%;">Bank Account #</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"></td> <td>Expenses test bank</td> <td>101100142</td> <td>test branch</td> <td>123456789</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div> <p style="font-size: 0.8em; margin-top: 5px;">EFT Options</p> <div style="display: flex; justify-content: space-between; align-items: center; font-size: 0.8em;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span style="float: right;">Add</span> </div> <p style="font-size: 0.8em; margin-top: 5px;"> <a href="#">Employee Data</a>   <a href="#">Organizational Data</a>   <a href="#">User Defaults</a>   <a href="#">Bank Accounts</a>   <a href="#">Corporate Card Information</a> </p> </div> </div>	Default	Source	Bank Name	Bank ID	Branch Name	Bank Account #		<input checked="" type="checkbox"/>		Expenses test bank	101100142	test branch	123456789	+ -
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5	<p>To add a new Bank Account click on the add icon.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> <span style="margin-right: 10px;">Employee Data</span> <span style="margin-right: 10px;">Organizational Data</span> <span style="margin-right: 10px;">User Defaults</span> <span style="margin-right: 10px; border-bottom: 1px solid #ccc;">Bank Accounts</span> <span>Corporate Card Information</span> </div> <div style="padding: 10px;"> <p><b>Organizational Data</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>GL Unit: <input checked="" type="checkbox"/> <b>Default Profile</b></p> <p>Department: _____</p> <p>*Payment Method: <span style="border: 1px solid #ccc; padding: 2px;">Automated Clearing House</span> <input type="checkbox"/> Hold Payment</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: 0.8em;">Bank Account Info Prenote Info <span style="float: right;">Customize   Find First 1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 5%;">Default</th> <th style="width: 5%;">Source</th> <th style="width: 20%;">Bank Name</th> <th style="width: 15%;">Bank ID</th> <th style="width: 15%;">Branch Name</th> <th style="width: 15%;">Bank Account #</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"></td> <td>Expenses test bank</td> <td>101100142</td> <td>test branch</td> <td>123456789</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div> <p style="font-size: 0.8em; margin-top: 5px;">EFT Options</p> <div style="display: flex; justify-content: space-between; align-items: center; font-size: 0.8em;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span style="float: right;">Add</span> </div> <p style="font-size: 0.8em; margin-top: 5px;"> <a href="#">Employee Data</a>   <a href="#">Organizational Data</a>   <a href="#">User Defaults</a>   <a href="#">Bank Accounts</a>   <a href="#">Corporate Card Information</a> </p> </div> </div> <p style="text-align: right; margin-top: 10px;"></p>	Default	Source	Bank Name	Bank ID	Branch Name	Bank Account #		<input checked="" type="checkbox"/>		Expenses test bank	101100142	test branch	123456789	+ -
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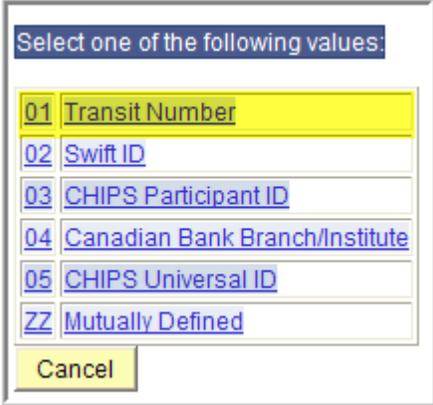
Step	Action																					
6	<p>The following message will appear at the top of your browser window:</p>  <p>Click on the message and select “Temporarily Allow Scripted Windows”</p> 																					
7	<p>Click on the add icon again and a message box will appear at the top of the screen. Enter the number of rows that you would like to add and click ok.</p> 																					
8	<p>Click on the Bank Account icon</p>  <p>The screenshot shows the 'Bank Accounts' section with the following table:</p> <table border="1"> <thead> <tr> <th>Default</th> <th>Source</th> <th>Bank Name</th> <th>Bank ID</th> <th>Branch Name</th> <th>Branch ID</th> <th>Bank Account #</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Expenses</td> <td>test bank</td> <td>101100142</td> <td>test branch</td> <td></td> <td>123456789</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Expenses</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Default	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #	<input checked="" type="checkbox"/>	Expenses	test bank	101100142	test branch		123456789	<input type="checkbox"/>	Expenses					
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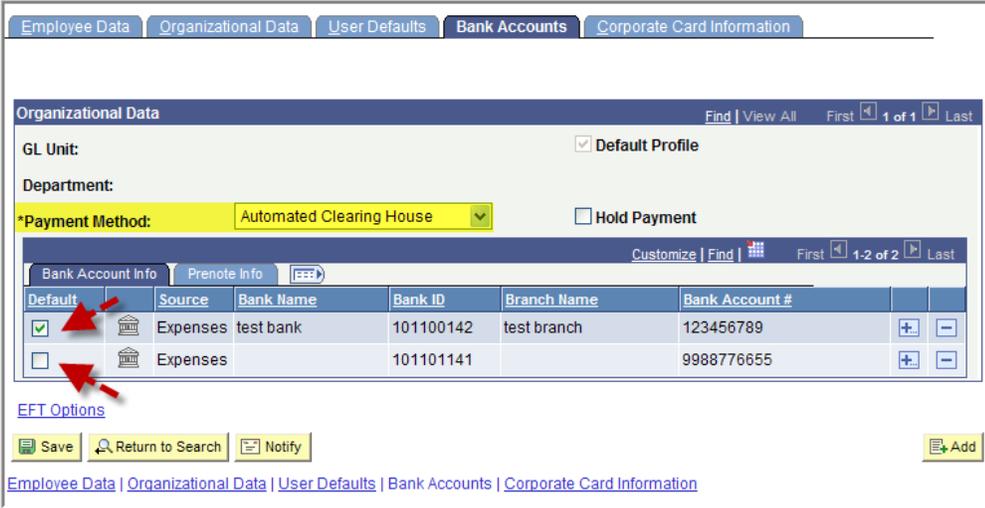
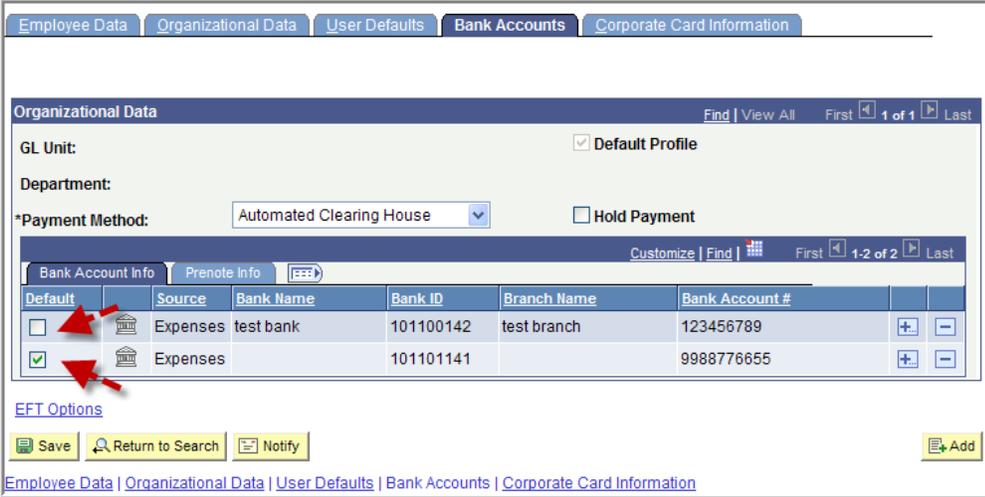
Step	Action
9	<p data-bbox="370 134 1279 197">Enter the Bank Name and Branch Name if known (these fields are not required)</p> <div data-bbox="370 201 1365 842" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="381 216 651 243"><b>Pay to Bank Accounts</b></p> <div style="text-align: right; margin-bottom: 10px;">ID: <input type="text"/></div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <div data-bbox="414 415 906 445"> Country: <input type="text" value="USA"/> <input type="text" value="United States"/> </div> <div data-bbox="1154 396 1279 432" style="border: 1px solid gray; padding: 2px 5px;">Search</div> </div> <div style="display: flex; margin-bottom: 5px;"> <div data-bbox="414 459 1040 489" style="background-color: yellow; padding: 2px;">Bank Name: <input type="text"/></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div data-bbox="414 499 1040 529" style="background-color: yellow; padding: 2px;">Branch Name: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div data-bbox="414 541 735 571">Bank ID Qualifier: <input type="text"/></div> <div data-bbox="1040 541 1344 571">Account Type: <input type="text"/></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div data-bbox="414 583 808 613">Bank Identifier Code: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div data-bbox="414 636 943 665">Bank ID: <input type="text"/></div> <div data-bbox="1040 636 1336 665">Branch ID: <input type="text"/></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div data-bbox="414 678 881 707">Bank Account Number: <input type="text"/></div> <div data-bbox="1040 678 1239 707">Check Digit: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div data-bbox="414 720 735 749">DFI Qualifier: <input type="text"/></div> <div data-bbox="1040 720 1105 749">DFI ID: <input type="text"/></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div data-bbox="414 762 1036 791">IBAN: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div data-bbox="386 793 505 827" style="border: 1px solid gray; padding: 2px 5px;">OK</div> <div data-bbox="516 793 618 827" style="border: 1px solid gray; padding: 2px 5px;">Cancel</div> </div> </div>

Step	Action				
10	<p>Select the look up next to the Bank ID Qualifier field</p> <div data-bbox="373 168 1364 808" style="border: 1px solid gray; padding: 5px;"> <p><b>Pay to Bank Accounts</b></p> <p style="text-align: right;">ID: <input type="text"/></p> <p>  </p> <p>Country: <input type="text" value="USA"/>  United States <span style="float: right;"><input type="button" value="Search"/></span></p> <p>Bank Name: <input type="text"/></p> <p>Branch Name: <input type="text"/></p> <p><b>Bank ID Qualifier:</b> <input type="text"/>  Account Type: <input type="text" value=""/></p> <p>Bank Identifier Code: <input type="text"/></p> <p>Bank ID: <input type="text"/>  Branch ID: <input type="text"/></p> <p>Bank Account Number: <input type="text"/> Check Digit: <input type="text"/></p> <p>DFI Qualifier: <input type="text"/>  DFI ID: <input type="text"/></p> <p>IBAN: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>Select the value "001".</p> <div data-bbox="373 913 1177 1344" style="border: 1px solid gray; padding: 5px;"> <p><b>Look Up Bank ID Qualifier</b></p> <p>Search by: Bank ID Qualifier begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>View All First  1 of 1  Last</p> <table border="1" data-bbox="381 1270 828 1333"> <thead> <tr> <th>Bank ID Qualifier</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">001</a></td> <td>UMB Bank</td> </tr> </tbody> </table> </div>	Bank ID Qualifier	Short Description	<a href="#">001</a>	UMB Bank
Bank ID Qualifier	Short Description				
<a href="#">001</a>	UMB Bank				

Step	Action				
11	<p>Select the look up next to the Bank ID field</p> <div data-bbox="373 168 1364 808"> <p><b>Pay to Bank Accounts</b></p> <p>ID:</p> <p>Country: <input type="text" value="USA"/> United States <input type="button" value="Search"/></p> <p>Bank Name: <input type="text"/></p> <p>Branch Name: <input type="text"/></p> <p>Bank ID Qualifier: <input type="text" value="001"/> UMB Bank <input type="button" value="Search"/> Account Type: <input type="text"/></p> <p>Bank Identifier Code: <input type="text"/></p> <p><b>Bank ID:</b> <input type="text"/> <input type="button" value="Search"/></p> <p>Bank Account Number: <input type="text"/></p> <p>DFI Qualifier: <input type="text"/> <input type="button" value="Search"/> DFI ID: <input type="text"/></p> <p>IBAN: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>Enter the new routing number and click the Look Up button.</p> <div data-bbox="373 871 1226 1123"> <p><b>Look Up Bank ID</b></p> <p>Search by: <input type="text" value="External Bank ID"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> </div>				
12	<p>Click on the desired routing number in the External Bank Id column.</p> <div data-bbox="373 1186 1226 1627"> <p><b>Look Up Bank ID</b></p> <p>Search by: <input type="text" value="External Bank ID"/> begins with <input type="text" value="101101141"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>External Bank ID</th> <th>Beneficiary Bank</th> </tr> </thead> <tbody> <tr> <td>101101141</td> <td>CAPITAL CITY STATE BANK &amp; TRUS</td> </tr> </tbody> </table> </div>	External Bank ID	Beneficiary Bank	101101141	CAPITAL CITY STATE BANK & TRUS
External Bank ID	Beneficiary Bank				
101101141	CAPITAL CITY STATE BANK & TRUS				

Step	Action
13	<p>Enter the employee's Bank Account number in the Bank Account Number field.</p> <div data-bbox="375 201 1360 842"> <p><b>Pay to Bank Accounts</b></p> <p style="text-align: right;">ID:</p> <p></p> <p>Country: <input type="text" value="USA"/> <input type="text" value="United States"/> <input type="button" value="Search"/></p> <p>Bank Name: <input type="text"/></p> <p>Branch Name: <input type="text"/></p> <p>Bank ID Qualifier: <input type="text" value="001"/> <input type="text" value="UMB Bank"/> Account Type: <input type="text" value=""/></p> <p>Bank Identifier Code: <input type="text"/></p> <p>Bank ID: <input type="text" value="101101141"/></p> <p><b>Bank Account Number:</b> <input type="text"/></p> <p>DFI Qualifier: <input type="text"/> <input type="text" value="101101141"/> DFI ID: 101101141</p> <p>IBAN: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Main Content"/></p> </div>
14	<p>Select the look up next to the DFI Qualifier field</p> <div data-bbox="375 894 1360 1535"> <p><b>Pay to Bank Accounts</b></p> <p style="text-align: right;">ID:</p> <p></p> <p>Country: <input type="text" value="USA"/> <input type="text" value="United States"/> <input type="button" value="Search"/></p> <p>Bank Name: <input type="text"/></p> <p>Branch Name: <input type="text"/></p> <p>Bank ID Qualifier: <input type="text" value="001"/> <input type="text" value="UMB Bank"/> Account Type: <input type="text" value=""/></p> <p>Bank Identifier Code: <input type="text"/></p> <p>Bank ID: <input type="text" value="101101141"/></p> <p>Bank Account Number: <input type="text" value="9988776655"/></p> <p><b>DFI Qualifier:</b> <input type="text"/> <input type="text" value="101101141"/> DFI ID: 101101141</p> <p>IBAN: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

Step	Action
15	<p>Always select the value "01"</p>  <p>The screenshot shows a dialog box titled "Select one of the following values:". It contains a list of options: "01 Transit Number", "02 Swift ID", "03 CHIPS Participant ID", "04 Canadian Bank Branch/Institute", "05 CHIPS Universal ID", and "ZZ Mutually Defined". The "01 Transit Number" option is highlighted in yellow. A "Cancel" button is located at the bottom of the dialog.</p>
16	<p>Click the drop down box next to the Account Type field and select the appropriate type of account. (Check Acct and Savings will be the most commonly used account types)</p>  <p>The screenshot shows a dropdown menu with the following options: Bond, Bus Acct, Charges, Check Acct, Current, Dem Dep, Lf Ins-Net, Life Ins, Mutual, Ret Acct, Ret It-DDA, Ret It-Sav, S&amp;B Acct, Savings, Settlement, Stock, Time Dep, and Trust Fund. The "Check Acct" and "Savings" options are highlighted in yellow.</p>
17	Click the OK Button

Step	Action
18	<p>Verify that the Payment Method is “Automated Clearing House”. Select the Default check box for the new account. When you select this check box the system will automatically unselect the check box for the previous account.</p> <p>Before</p>  <p>After</p> 
19	Click the Save button.